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JUL 2 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Management Staff Table of Organization

1. The Office of Personnel has completed a preliminary review of your reorganization T/O proposal.
2. As discussed with you by the Chief of the Classification and Wage Division, there are several classification problem areas with respect to the grade levels proposed, in particular the GS-15 Senior Management Officer, the GS-15 Chief, Machine Methods Service, the GS-15 Chief, Regulations Control Staff, and the GS-15 Chief, Records Management Division.
3. Resolution of the proper classification of certain of the proposed levels requires more detailed review and discussion. However, I understand that you are desirous of securing immediately a workable T/O which properly reflects the new organizational location and structure of your Staff.
4. I appreciate your need in securing an immediate T/O and suggest that, in order to expedite the approval, we show the unresolved positions' levels on a "slash" grade basis, (e.g. 14/15) as an interim measure.
5. Until resolved, these positions would not be obligated at higher than the lower level indicated except as specifically approved by me.
6. I otherwise concur with your T/O proposal.


Assistant Director for Personnel

25X1A9a

Attachment

- 1 - Mission, Functions and Proposed T/O,
Management Staff, June 1954

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